

- C. **Physical Features** – Water courses, wooded areas, floodplains, wetlands, buildings, transmission lines, pipe lines, other utilities, bridges, and any other significant physical items, with the sizes and grades of any water or sewer lines.
- D. **Streets and Roads** – Locations, widths, and names of all existing roads, streets, alleys, or other public ways within or adjoining the subdivision or intersecting any street that bounds it; including those recorded but unimproved (shown by dotted lines); railroad, utility, or other rights-of-way or easements; parks, and other public spaces; subdivisions, lots, and property lines; corporate lines; the locations and outlines of permanent buildings; the owner names, liber and folio of all adjoining property.

(Ord. 427)

### 5.3 Information as to Proposed Development

- A. **Street pattern** – Layout, widths, centerline of proposed roads, streets, alleys, sidewalks, crosswalks, and easements.
- B. **Lots** – Layout, numbering, and dimensions of proposed lots or parcels.
- C. **Open spaces** – Parcels of land intended to be conveyed or temporarily reserved for public use or for the joint use of property owners, with an explanation of the provisions or conditions of such conveyance or reservation and the proposed arrangements for ownership and maintenance.
- D. **Street Grades** -- Tentative grades on each street.
- E. **Utilities** – Locations of existing and proposed utilities and drainage facilities, with six (6) foot easements for same on each side of rear and side property lines.
- F. **Building Setback** -- Proposed building lines along all streets, with the amount of setback indicated.
- G. **Description of Improvements** – General description of street and other improvements proposed to be installed. (See Article 4. Detailed plans for these are to be prepared after approval of Preliminary Plan.)

## Article 6. FINAL PLAT

The Final Plat of the subdivision shall comply with the following requirements and contain the following information:

### 6.1 General Style and Form

- A. **Drawing** – It shall be legibly and accurately drawn on tracing Black line photographic mylar sheets no larger than 20" x 24" in size, and at a scale of one inch to fifty feet, or one inch to one hundred (100) feet, depending upon the size and nature of the subdivision. If more space is needed, additional sheets may be used.
- B. **Meet Platting Requirements** – It shall conform in all respects to the requirements of the Annotated Code of Maryland, which relates to the making, filing, and recording of plats. Among other things the Code requires

that plats for recording must be surveyed and certified by a registered surveyor.

**C. Title Information**

1. Subdivision name.
2. Location by City, County and State election district.
3. Names and addresses of the owners of record, the subdivider, and the engineer or surveyor.
4. Scale, date and north arrow.
5. A vicinity map, to scale, showing the location within the City.

**6.2 Graphic information**

- A. **Boundaries** – Exact boundaries of the area included within the subdivision with dimensions to hundredths of a foot and bearings to half-minutes. These boundaries shall be determined by an accurate survey in the field, which shall be balanced and closed with an error of closure not to exceed one in five thousand (1:5,000).
- B. **Bearings and Distances** – Bearings and distances to the nearest recorded property corners or other monuments which shall be located or accurately described on the plat.
- C. **Monuments** – The accurate locations and descriptions of all permanent monuments. Where applicable and feasible the coordinates of all permanent markers or monuments should be based on the Maryland Coordinate System.
- D. **Adjoining Owners** – Names and locations of adjoining subdivisions and the locations and ownership of adjoining unsubdivided property.
- E. **Adjoining Roads** – Exact locations, width, and name of each existing or recorded road or street adjoining or intersecting the boundaries of the tract.
- F. **Engineering Data** – The exact and width of every road, street, alley, easement, or other public or private way within the tract, with the length and bearing of every tangent, length of arcs, radii, internal angles, point of curvature, and any other necessary engineering data; with the names of such ways, and the purpose of easements or other ways. Accurate location of every lot line with its dimension to hundredths of a foot and bearings to minutes, except that this data need not be repeated on a series of parallel lines or lines of the same length.
- G. **Street names** – A name must be given to all new streets, drives and cul-de-sacs according to the requirements in § 3.5.
- H. **Setback Lines** – Minimum building setback lines on all lots and other sites.
- I. **Numbering** – Blocks lettered in alphabetical order, and lots numbered in numerical order.
- J. **Public Lands** – Accurate outlines or any areas dedicated or reserved for public use, or for any other purpose except sale, with the purpose indicated.
- K. **Lot Area** – Accurate area of each lot or parcel, other than public ways.

- L. **Municipal Lines** – Accurate location of any municipal or district line transversing or closely related to the tract.
- M. **Drainage lines** – Existing and relocated courses of any water; courses traversing the tract, with the right-of-way or easement lines provided therefor.

### 6.3 Certificates and Other Information

- A. **Owner's Certificate** – Owner's certificate, signed and notarized, acknowledging ownership of the property and agreeing to the subdividing thereof as shown on the plat; also offering for dedication all streets and other ways and places intended for public use.
- B. **Surveyor's Certificate** – Certificate of the surveyor to the effect that the plat represents a survey made by him, that it is accurate to the best of his knowledge, and that all monuments and pipes indicated thereon actually exist and their locations and descriptions are correctly shown, and that all requirements of these regulations and of other applicable laws have been fully complied with. (Amended Ord. 404)
- C. **Agency Approvals** – A space shall be provided for Certificate of Approval by the Planning Commission and County Health Department. In case any part of the subdivision is located within the jurisdiction of any municipality which adopted subdivision regulations under the authority of Article 66B of the Annotated Code of Maryland, an additional space should be provided for Certificate of Approval by the Planning Commission of the said municipality.
- D. **Protective Covenants** – Protective covenants, which apply to all the area as shown by the recorded plat shall be recorded in the land records and referenced on the recorded plat.

## Article 6A. ADDITION PLAT

### A. Addition Plat Required

- (1) The owner of a lot or parcel adds additional land to an existing lot or parcel.
- (2) Two (2) or more lots in the same ownership are effectively utilized so as to virtually eliminate the interior lot lines, such as by construction of a permanent structure across lot lines.
- (3) When the addition of land to an existing lot (original lot of record) is required in order to create a lot suitable for building.

### B. General

- (1) An Addition Plat shall not be permitted or approved if the size of the resulting lot created by the addition is less than the minimum lot size required in its zoning district or if the resulting lot created by the addition violates any other zoning or health regulations.

- (2) All resulting lots and any remaining parcels created by an Addition Plat shall conform to all existing zoning regulations unless otherwise permitted as a pre-existing non-conforming condition.
- (3) When an addition parcel adjoins a public street or alley, a right of way dedication must be provided along the addition portion. Street improvements by the owner may be required by the planning commission as deemed necessary by the creation of the addition.
- (4) Building on the newly created addition parcel is permitted.

**C. Platting Information**

An Addition Plat shall contain the following information:

- (1) A boundary survey for the land to be added and for the lot or parcel to which the addition is to be added (based upon deed information) at a scale acceptable to the Planning and Zoning Staff.
- (2) For the original parcel from which the addition parcel is to be removed, the following information is required:
  - (a) If less than 25 acres remains after the addition parcel is removed:
    - (i) If unimproved land, a note placed on the plat stating that the remainder is not an approved building lot until the Health Department approves water and sewer services. A deed plotting shall also be required.
    - (ii) If improved land, it shall be platted as a lot in accordance with Health Department requirements.
  - (b) If 25 acres or more remain, platting of the remaining acreage is not required, although the vicinity map on the Addition Plat shall illustrate the remaining lands.
- (3) A vicinity map illustrating the location of the property with respect to surrounding property and streets at a scale no smaller than one inch equals one thousand feet (1' = 1000'). Tax Map and Parcel Numbers shall be included.
- (4) The name(s) of the owner(s) and Liber and folio deed references for all adjoining property. If a recorded subdivision adjoins the

land, the Addition Plat shall state the subdivision name, lot number, block number and reference.

- (5) North Point.
- (6) Title block, which shall include the following information:
  - (a) Label stating “Addition Plat”
  - (b) Proposed name.
  - (c) Scale of plat as measured in feet.
  - (d) Street location.
  - (e) Election District by name, number, city, county and state.
  - (f) Date.
- (7) Name, address and phone number of the owner(s).
- (8) Name, address and telephone number of the registered surveyor providing the plat information who shall be licensed in the State of Maryland.
- (9) A surveyor’s certification stating how, when, and from whom the present owner(s) obtained the land and stating that the plat as shown is correct. The language of the certification shall be specified by the City Planning and Zoning Staff.
- (10) A notarized certification by the owner(s) of the property and by all of those having a lien or other interest in the property that the subdivision, as shown on the Addition Plat, is made with the owner’s consent, and stating their intention to record the plat. The language of the certification shall be specified by the City Planning and Zoning Staff.
- (11) Any recorded easements on the property with recording information.
- (12) If street or alley dedication is required, drafting information for dedicated areas as described in Article 6 of the Subdivision Regulations.
- (13) The following notation which shall be dated and signed by the Chairperson of the City Planning Commission: “To the clerk of the court - This plat complies with Article 6A of the City of Brunswick Subdivision Regulations”.

- (14) All driveways, septic systems, wells and other man made structures which are located within one hundred feet (100') of the addition parcel or the original land from which the transfer was made. If there are no such structures, then a notation stating that, within one hundred feet (100') of the addition parcel, there are none visible or shown in Health Department Records. Sanitary sewer, water, storm drains and stormwater structures do not need to be shown on the plat.
- (15) The location of all septic systems, well and building restriction lines on the lot to which the addition is being made.
- (16) A note stating that a six-foot drainage and utility easement is to be reserved along all resulting external lot lines.
- (17) A note stating that a confirmatory deed shall be recorded in the Frederick County Land Records and that the recorded Addition Plat shall be referenced in this and all successive deeds. A copy of the recorded confirmatory deed shall be provided to the city prior to the issuance of any zoning certificates or permits.

**D. Recording**

- (1) The Planning Commission shall approve Addition Plats and such approval shall be noted on the plat.
- (2) The approved Addition Plat shall be recorded in the Frederick County Land Records.
- (3) A confirmatory deed confirming the activity illustrated on the Addition Plat shall be recorded in the Frederick County Land Records, and the recorded plat shall be referenced in all successive deeds.

(Amended Ord. 405 )

**Article 7. ADMINISTRATION**

**7.1 General** – The following offices of the government of the City of Brunswick are concerned with the administration of this ordinance:

- A. The Mayor and Council: The Mayor and Council are vested with the following responsibilities with regard to subdivision control:
  - 1. Amendment of the regulations of this ordinance when found necessary and desirable.
  - 2. Initiation of appropriate proceedings to enforce the provisions of this ordinance.